

## **ASSOCIATE BUDGET ANALYST**

### **JOB ANALYSIS BACKGROUND INFORMATION**

**Date of Study:** January 26-27, 2005

**Collective Bargaining Identification:** U01

**Job Analysis Conducted By:** Libby Beall, Associate Personnel Analyst  
Personnel Examining Section  
Department of Corrections

**Number of Incumbents:** There are 26 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated January 7, 2005.

**Names of the Subject Matter Expert(s) and their background:**

**Christofer Helton, Associate Governmental Program Analyst, Budget Management Branch**

Christofer currently works as an Associate Governmental Program Analyst at California Department of Corrections (CDC). Previously he worked as an Associate Budget Analyst with Budget Management Branch. He has been with CDC for over four years.

**Jennifer Palko, Associate Budget Analyst, Budget Management Branch**

Jennifer currently works as an Associate Budget Analyst at California Department of Corrections (CDC). She has been with CDC for over three years.

**Jill R. Dubbs, Staff Services Manager I, Budget Management Branch**

Jill currently works as a Staff Services Manager I at California Department of Corrections (CDC). Previously she worked as an Associate Budget Analyst with Budget Management Branch. She has been with CDC for five years.

**Carolyn Flores, Staff Services Manager I, Budget Management Branch**

Carolyn currently works as a Staff Services Manager I at California Department of Corrections (CDC). Previously she worked as an Associate Budget Analyst with Department of Youth Authority and Department of Education. She has been with CDC for 5 months.

## **ASSOCIATE BUDGET ANALYST INFORMATION GATHERING**

The initial list of tasks and knowledges, skills and abilities statements were identified after conducting a literature review which consisted of:

- State Personnel Board Class Specification—Associate Budget Analyst
- State of New Jersey Department of Personnel Job Specification 50093—Budget Analyst
- State of Nebraska Class Specification—Budget Management Analyst II
- State of Mississippi Class Specification—DFA Budget Analyst III
- State of Alaska Class Specification—Program Budget Analyst I/II/III